

U.S. Fish and Wildlife Service

QUARTERLY DIVERSITY ACCOMPLISHMENT REPORT FORM



FWS Logo 1

Region/Program_____6_____

___3rd___ Quarter, Fiscal Year _04_____

Report Guidelines

Part I. Recruitment Activities

A. Minorities in Higher Education Institutions

DATE	PROGRAM ACTIVITY	UNIVERSITY/ COLLEGE**	CATEGORY***	AWARDS TO UNIVERSITIES/ COLLEGE	STAFF HOURS/ SALARIES	COST
Comments: Reported on the 2 nd Quarter, FY 04, the selection, of a Student Career Experience Program student. That hire was effective 3 rd Quarter and was an African-American male in the 400 series.						

B. Disabled Recruitment Initiatives

April 8, 2004 – A DCR staff member attended and participated in the quarterly Cerebral Palsy of Colorado, Business Advisory Council meeting. A specialist with the Colorado Division of Vocational Rehabilitation presented on the latest in workplace adaptive technology available for people with disabilities.

April 12, 2004 – A DCR staff member attended a meeting of the Disabilities Employment Committee, a subcommittee of the Governor's Advisory Committee for Persons with Disabilities, and the Colorado Disability Mentoring Day (DMD) Steering Committee. The staff member discussed employment barriers encountered at FWS and the group discussed possible actions for their elimination.

A DCR member was responsible for creating/presenting the Asian Pacific Islander and Disability month booths at the annual Diversity Day event and arranged for both booths to be staffed by professionals working within the disability community to assist with questions on Assistive Technology (AT) and mental illness.

May 20, 2004 - A DCR staff member attended the Community College of Denver, Recognizing Ongoing Opportunities through Success (ROOTS) Program, BAC meeting, and spoke about the status of the U.S. Fish and Wildlife Service (FWS) Disability Program and the need for increased interviewing skills training for job applicants.

May 21, 2004 - A DCR staff member attended the monthly Colorado Vocational Rehabilitation Connect (VRC) meeting and participated in a roundtable discussion on job trends and projections for the Colorado labor force. An Economist with the Colorado Dept. of Labor presented a power point discussion on the topic.

June 8, 2004 – A DCR staff member arrange a tour of the Rocky Mountain Arsenal NWR and the Eagle Repository for a group of students who have disabilities, and the program coordinators, in the High School/High Tech Program sponsored by the Colorado Business Leadership Network (BLN) by a grant from the DOL, Office of Disability employment Policy. These students are interested in scientific careers, and this program is a potential recruitment tool for increasing our pool of highly qualified applicants who also have a disability.

June 14, 2004 – A DCR staff member attended a meeting of the Disabilities Employment Committee, a subcommittee of the Governor's Advisory Committee for Persons with Disabilities, and the Colorado Disability Mentoring Day (DMD) Steering Committee. The staff member discussed barriers previously encountered at FWS in trying to recruit mentors for Disability Mentoring Day (DMD). This resulted in a general discussion on methods to advertise the true intent of DMD through press releases and by involving state representatives.

A DCR staff member searches USAJOBS weekly for merit openings and sends the announcements to the Employer Assistance Referral Network (EARN), a recruitment program funded by the Office of Disability Employment Policy of the Department of Labor. EARN searches for applicant matches with targeted disabilities who are eligible for Schedule A hires. Several applicants have applied for positions, but there have been no hires this quarter from this recruitment source.

A DCR member met with supervisors from Information Technology Management (ITM), Migratory Birds & State Programs, and Human Resources to advocate for work experience placement opportunities for persons having targeted disabilities. Successful voluntary work placements are a method to reduce employment barriers for persons with severe disabilities.

Resumes

A total of 4 resumes were received this quarter for individuals having targeted disabilities from Colorado Division of Vocational Rehabilitation (DVR), Cerebral Palsy (CP) of Colorado, and directly from individuals.

Interviews

April 18, 2004 – A DCR staff member did phone interview educating a person with a disability on DEU and Merit job announcements, Vocational Rehabilitation certification codes, the Schedule A hiring authority and developing a resume appropriate for Federal employment. The staff member will search for potential placements.

June 15, 2004 – A DCR staff member pre-interviewed a person with a targeted disability for a possible work experience placement in Human Resources.

June 29, 2004 – A DCR staff member conducted an interview through Colorado Relay for a possible IT work experience placement for a person with a targeted disability.

Placements

This quarter, a total of four persons with targeted disabilities were placed in volunteer work experience placements within the Regional Office, in the following program areas: the Division of Federal Aid; the Division of Information Technology Management (ITM); and in Human Resources.

C. Other Recruitment Activities Including those Addressed in the Director's Memo Dated May 28, 2004

The following is a breakdown of recruitment strategies for hires within the permanent workforce for the 3rd Quarter:

- 1) Five positions were advertised both DEU and FWS on USAJOBS. Outreach by the immediate organization included: State Workforce Centers; Colleges and Universities; the American Fisheries Society; a Denver Job Fair; Bureau of Indian Affairs (BIA); the Ute Tribe; the Society of Conservation Biology; and the Colorado List Server. Outreach was also done by the DCR office through an Employer Assistance Referral Network (EARN) referral and a staff member matching the position with the resumes of three people with targeted disabilities and having them apply to the FWS job announcement as status candidates. For these five positions: one Hispanic female (EARN referral) was rated qualified, but did not make the certificate; the three with targeted disabilities made a Schedule A certificate, but none were selected; one had no diverse applicants; one had an Asian male applicant who made the certificate, but was not selected; and one had an applicant with a non-targeted disability who was qualified, but did not make the certificate. The overall result was three White male and two White female selections.
- 2) Seven positions were advertised as FWS positions on USAJOBS. Outreach efforts by the immediate organization included: FWS local commuting area; Salish Kootenai/Flathead Community Colleges; University of Montana and Montana State University; local Job Service Center; U.S. Forest Service; Bureau of Land management; and other FWS regions. For these seven positions, only one certificate reflected diverse candidates; an Asian Male applicant rated as not qualified and one Asian female who was on the certificate, but not selected. This was in the GS-482 series. No persons with disabilities applied. The overall result was four White male and three White female selections. Four of the seven were internal selections, and one selection was a female from Region 9.
- 3) Four positions were advertised for employees who converted from temporary to permanent status: three by DEU and FWS announcements and one advertised by DEU only. Outreach efforts by the immediate organization included: State Workforce Centers; Colleges and Universities; U.S. Department of Agriculture; Bureau of Reclamation; Bureau of Land Management; Colorado Division of Wildlife; and a State Workforce Center. None of the applicants were diverse or had a disability. All four hires were White males.
- 4) Nine positions were advertised through QuickHire/CARES. Advertising positions through QuickHire/CARES typically results in multiple applicants for each position. However, the DCR office was provided limited information on these nine positions to evaluate. As a result, little is known of the true extent of the immediate organization's recruitment and outreach efforts. However, the following outreach was identified: State Workforce Centers; the Interagency Fire Office; all FWS Regions; and Region 6 FWS employees. Also, due to the limited Demographic Response Report available we were only able to identify that two of the positions had diverse applicants. The information is as follows: one Hispanic (gender unknown); one American Indian/Alaska Native (gender unknown); thirteen females (RNO unknown); two with a disability (Gender and RNO unknown); and one with a targeted disability (Gender and RNO unknown). Final selections include; one Hispanic male; four White males; and four White females. Two of the selections were internal and one was for an employee converting from temporary to permanent status.

The following is a breakdown of recruitment strategies for hires/applicants within the temporary workforce that resulted in diverse certificates:

Four positions were advertised through DEU only and one was advertised both DEU and FWS. All were posted on the USAJOBS website. The immediate organizational recruitment efforts included: State Workforce Centers; State Colleges and Universities; Tribal Colleges and Community Colleges; and a Tribal Job Corps. The DCR outreach resulted in an EARN referral of a candidate with a targeted disability, but the applicant did not rate as qualified. Final selections included: one American Indian/Alaskan Native male; one White female; and three White males, one of which is a 30% disabled veteran with a targeted disability.

Temporary seasonal positions, GS-404 Biological Science Technician General, Fisheries, and Wildlife, were announced via QuickHire/CARES. There were two hires of persons with a targeted disability and two hires of persons with a disability.

The recruitment efforts used by the individual organizations were varied and creatively considered. The recruitment efforts by DCR staff members were designed to cover wide catchment areas and include; weekly e-mails to approximately 170 different entities, not including the National Organization for Mexican American Rights (NOMAR), that identify the region's competitive job openings posted on the USAJOBS website; weekly e-mails to EARN identifying FWS announcements for status candidates as a method in reaching individual applicants within our eight state region who have targeted disabilities and also to private organizations and colleges serving people with targeted disabilities; and outreach advocacy efforts to individual managers and supervisors when matching applicant resumes for persons having targeted disabilities to job openings.

Part II. Outreach and Educational Programs

DATE	PROGRAM/ACTIVITY	COST
Comments: Nothing to report this quarter.		

Part III. Retention and Career Development Activities

A. Career Development Activities

April 21, 2004 - Fifteen Regional Office employees attended the DOI Government-Wide Forum. The guest speaker was Riane Eisler, author of "The Power of Partnership." The Forums are designed to increase leadership skills for government employees. The cost for this event was \$750.

June 2004 – Region 6 submitted four employees for the Stepping up to Leadership Development Program. Two are females.

B. Mentoring and Coaching Programs

A DCR staff member applied to and was accepted as a mentor in the new Regional Mentoring Program. This voluntary program is designed to ensure FWS organizational and institutional knowledge is passed on to a new generation of federal workers. The goal is future leadership development.

This quarter the Regional Mentoring Program finalized the selections for employee mentors and protégés. Eighteen mentors and sixteen protégés applied to and were accepted into the program. The mentors include: 6 females; one Asian, one Hispanic, and four White; one Hispanic male; and one male with a non-targeted disability. The protégés include: ten White females; and two American Indian/Alaska Native males.

C. Family/Work Life Initiatives

May 3, 2004 – Region 6 employees were invited to attend the annual DOI ethics training. A DCR staff member attended.

May 5, 2004 – Region 6 employees were invited to attend a video conference on “Science and the Service: A Tradition of Excellence” and a town meeting with the Director and Science Advisor.

June 3, 2004 – Region 6 employees attended an Environmental Management System (EMS) event sponsored by the Safety and Occupational Health Office that educated about environmental issues and recycling.

June 5, 2004 – Region 6 again co-sponsored the annual “Take a Family Fishing” clinic. A total of 198 children and 153 adults attended the event. Thirteen Region 6 employees volunteered their time and efforts in making this event a success. The hands-on learning stations activities included; knot tying, fish identification, casting tips, angling safety, ethics, and fish biology. The purpose of the clinic is to introduce urban children and adults to the recreational benefits and satisfaction of angling by teaching how-to skills.

June 29, 2004 – An e-mail message was sent to all Region 6 employees offering information on the Employee Assistance Program (EAP) and outlining how to access services and register via the website.

Part IV. EEO/Diversity Training and Events

Date	Course Title	Objectives	Number of Participants		Hours	Trainer	Cost
			Employees	Managers/ Supervisors			
04/20-22/04	Advanced EEO Training	Advanced EEO Specialist Training, given by the Department	1	0	24	DOI	\$2,005.09
04/29-	FEW Regional	To learn and	1	0	16	FEW High	\$190.00

30/04	Training	apply new tools, skills, and tips, and to gather insights in the workplace				Plains Chapter	
Month of April 2004	Display was filled with Diversity Day Events	To encourage employees to attend Diversity Day	All	All	0	DCR	\$0.00
05/05-06/04	Effective Presentations	To develop and enhance presentation skills	1	0	16	DOI University, Lakewood, Colorado	\$0.00
05/11-12/04	ADR Training	Annual requirement for CORE Specialist	1	1	16	CDR	\$0.00
05/17/04	Title VI Civil Rights	Title VI Civil Rights	2	1	8	Doug Gentile	\$0.00
05/19/04	Microsoft Office XP	To learn how to use Microsoft Office XP	1	0	8	Technology Information Center, Lakewood, Colorado	\$150.00
05/25/04	Diversity Day Celebration	Celebrate all SEP	All invited	All invited	All Day Event	DCR office	\$3,956.00
Month of May 2004	Asian American Pacific Islander History and Older American Month	Display case was filled with information, posters, and bookmarks	All	All		DCR	\$47.25
Month of June 2004	Gay Pride	Display case was filled with information, posters, bookmarks, and pencils	All	All		DCR	\$40.50
06/08/04	EEO Training for Managers and Supervisors	EEO Training	5	16	4	DCR Staff	\$363.76
Comments: None							

Part V. Management Accountability/Noteworthy Activities

April 14, 2004 – The Regional Director imposed hiring controls for all Permanent, SCEP, and Term positions as a method to control the regional budget. Until further notice, all selections must rate for priority and outline how they will be funded.

April 15, 2004 – A DCR staff member attended and participated in a facilitation training offered

during a DFEB ADR Consortium meeting. Staff members continue to attend all consortium meetings ensuring that the regional ADR program demonstrates current best practices in its services to employees.

April 19, 2004 – A DCR staff member attended the Governor’s Holocaust Remembrance Program sponsored by the Anti-Defamation League.

April 20, 2004 –A DCR staff member attended a Diversity Committee meeting and assisted in creating a mission statement for the group.

May 17, 2004 – Three DCR staff members participated in a Title VI training presented by Doug Gentile, from the Washington Office. Two DCR staff members are currently conducting state civil rights desk audit reviews.

June 17, 2004 –A DCR staff member assisted a Regional Office Refuge supervisor in planning for a presentation on workplace conflict to be given to Wage Grade employees. Topical information was provided on ADR techniques, communication skills, the role of personality types in managing conflict, and on managing a multi-generational workforce.

June 29, 2004 - A DCR staff member, and a National Park Service (NPS) ARD for Workforce Enhancement, strategized on methods to increase the employability of a person having a targeted disability.

The Region continues as an active member of the DOI Diversity Coalition West, an adhoc committee comprised of members representing the DOI bureaus. At the April meeting, a DCR staff member proposed inviting the Coordinators of the High School/High Tech program to present at a future meeting. The members present viewed the first video from “Race – The Power of an Illusion” series. During the June meeting, a presentation was given by the coordinator of the High School/High Tech Program and a student participant. This resulted in a general discussion on barriers to increasing diversity and why the bureaus’ advocacy/training efforts are not increasing employment opportunities for diverse candidates.

DCR staff members attended planning meetings for the annual Diversity Day celebration.

The DCR office continues to participate in Alternative Dispute Resolution (ADR) services. During this quarter, a staff member served as a mediator for an EPA complaint through the DFEB ADR Consortium. It was successfully resolved.

On a weekly basis, a DCR staff member E-mails notification of Region 6 and 9 job openings to about 170 different advocacy organizations, colleges and universities, state employment offices, military organizations, and individuals. NOMAR is also included in the weekly outreach. A summary of the job opening is provided with a link to the OPM web site. Also, provided is the Region 6 job line and a TTY number.

Part VI. Special Emphasis and Student Employment Program Managers and/or Coordinators

A. Special Emphasis Program (Federal Women’s, Hispanic and Disabled).

On May 13, 2004, a DCR staff member attended the Hispanic Employment

Program (HEP) meeting. Diversity and outreach initiatives, including Student Educational Employment Program (SEEP) initiatives, and agency vacancies were discussed. A DCR staff member created a website and a brochure, for both public and government distribution, for the HEP Committee. In addition, a mentoring and training program was developed to better assist the Hispanic community.

On May 25, 2004, the DCR Office sponsored the 3rd Annual Diversity Day Cultural Celebration and Training. It was an all day event filled with many events, topics, and guest speakers. Diversity displays representing all of the Special Emphasis Program (SEP) months with pictures, cultural items, biographies, timelines, and information papers were displayed all day. Representative from the Colorado Division of Vocational Rehabilitation and from the Colorado Division of the National Association for the Mental Ill (NAMI) staffed the disability month display. A former Denver Bronco football player and a local news anchor woman spoke on diversity issues. A success panel made up of various Federal employees spoke on their own personal experiences with diversity challenges and answered questions from the audience. A Folkloric dance group presented a verbal history of their dance during their performance. A potluck style ethnic food sampling was provided by Service employees, and employees played a round of Diversity Jeopardy.

B. Student Educational Employment Program (SCEP and STEP).

SCEP

On May 24, 2004, Refuges placed a Black male, as a SCEP, Student Trainee (Fish & Wildlife), GS-499-05.

On June 27, 2004, Refuges converted a White female from a SCEP, Student Trainee Park Ranger, GS-0099-04, to a Park Ranger GS-025-05/07/09 with Law Enforcement duties.

On June 27, 2004, Ecological Services converted a White female from a SCEP, Student Trainee, GS-0499-05, to a Fish & Wildlife Biologist, GS-0401-09.

STEP

In the 3rd Quarter, Region 6 completed 35 STEP hires throughout the Region. Of these, ten were White female, one was a Black male, and one had a disability (non-targeted).

C. Summer Employment Program

This year Region 6 participated in the Denver Safe City Office Summer Youth Employment Program (SYEP). Placements in the Regional Office include: two White males, two Hispanic males, three Hispanic females, and two Black females. The high school student's placements began on June 8 and will end on July 30. The goal of the program is to expose youth to the future opportunities that are available to them if they remain in school and develop a strong work ethic. The following Divisions interviewed and placed students: Budget & Administration in the areas of HR/DCR, Water Resources, and General Services; External Affairs; Migratory Birds & State programs; and Refuges in the area of Program & Budget Development.